

QUICK GUIDE TO TEMP HIRING

1. Do your homework

If you don't already know what type of work you would like to do, visit www.fs.fed.us/fsjobs to find job overviews for every thing from technicians to specialists.

2. Create a profile

The Forest Service hires employees through an online database called AVUE Digital Services, www.avuedigitalservices.com. You must create an AVUE profile to apply for FS jobs. Include all work experiences you may have. That includes any non-paid work as well! Most entry level jobs only require that you have a HS diploma or GED, but even brief experiences can make you more qualified. Keep your AVUE profile current and you will always be ready to apply when a job opens up!

3. Contact your local Forest Service office

The Forest Service has tens of thousands of applicants a year! But each office only hires a handful of new employees. Call your local offices early (Jan and February) and ask them who is hiring temporary employees for the summer. Write down the name and phone number of your potential supervisor and then call them! Tell them you are interested in work. Ask them what they are hiring for and WRITE DOWN THE ANNOUNCEMENT NUMBER. If you are a student, tell them that too! Students are hired differently then non-students through the Student Temporary Employment Program (STEP).

Learn more about the STEP program at <http://www.opm.gov/employ/students/intro.asp>

4. Apply

Go to <http://www.usajobs.gov/> and create an account. On the main page, type the announcement number into the search bar, run search. Open the job announcement. Open the "How to Apply" tab. Scroll down to the bottom and click on "APPLY ONLINE." You will be redirected back to AVUE where you can log in to your account and apply for the job.

4. Volunteer!

Nothing gives you more experience then volunteering for the Forest Service! It will give your potential supervisor the opportunity to see what a great employee you are, and it will show future supervisors that you are motivated to learn! Read more about volunteering and download a volunteer application at <http://www.fs.fed.us/volunteer/volunteer-application.shtml>. Bring your completed application to your local office.